

PAYROLL REPORTING AGENT

The Employment Development Department (EDD) is committed to quality customer service. Therefore, when you register as a Payroll Reporting Agent with EDD, you will receive priority customer service for all your agent-client needs.

REQUIREMENTS

The only requirements a Payroll Reporting Agent must meet in order to utilize our specialized services is as follows:

- Send EDD a current listing of all your clients, to include each employer name, employer account number, and mailing address, in order to add your name to your clients' accounts.
- Encourage your "new employer" clients to register online using EDD's EZREG Internet application or by using EDD's TeleReg line at (916) 654-8706 to register by telephone.
- Submit a list of your newly acquired clients, and those you no longer service, to EDD, by the 15th of each month. This can be in list format, or letter format if less than ten additions or deletions. Each list entry must include the employer name, employer account number (if known), and the employer's mailing address.
- Complete a *Payroll Reporting Agent Registration Form* (DE 973B) and indicate whether you will be filing electronically.

BENEFITS

The benefits of being a recognized Payroll Reporting Agent with EDD are:

- You do not need to submit a copy of your Power of Attorney for each client, because you will have a *Memorandum of Understanding* (DE 972) on file with EDD. Note: The DE 972 will be mailed under separate cover.

- Receive quick and efficient responses to your requests working with the Agent Desk representatives.
- For time sensitive issues, you can receive an employer account number via fax within 24 hours by contacting the Agent Desk and requesting a confirmation notice of the new employer account number.

IF YOU ARE READY TO REGISTER AS A NEW PAYROLL REPORTING AGENT

Complete the DE 973B and return it with your current client listing. Upon receipt of the completed DE 973B, it will take approximately one week to process your request.

HOW TO CONTACT THE AGENT DESK FOR SPECIFIC ACCOUNT ISSUES

Agent Desk Representative: (916) 654-8798
24-Hour Fax Number: (916) 654-9211

AGENT DESK MAILING ADDRESS

Attention: Agent Desk
Employment Development Department
Account Services Group, MIC 13
PO Box 826880
Sacramento, CA 94280-0001

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats need to be made by calling (888) 745-3886 (voice) or TTY (800) 547-9565.

This information sheet is provided as a public service and is intended to provide nontechnical assistance. Every attempt has been made to provide information that is consistent with the appropriate statutes, rules, and administrative and court decisions. Any information that is inconsistent with the law, regulations, and administrative and court decisions is not binding on either the Employment Development Department or the taxpayer. Any information provided is not intended to be legal, accounting, tax, investment, or other professional advice.